



Tokyo, 26 November 2018

Dear all,

Thank you for the continuous support for the successful delivery of the Olympic Games Tokyo 2020.

We are pleased to send you the Tokyo 2020 Press Accommodation Guide for the Tokyo 2020 Games which provides the press with necessary information on accommodation for the Games of the XXXII Olympiad. This is the first of several steps to reach the important milestone of the Accommodation Allocation Agreement.

We would appreciate submission of the Accommodation Request Form online at your earliest convenience, by **Saturday 25 May 2019 (JST 23:59)** at the latest. Please kindly consult the attached Press Accommodation Guide including Appendix A Map and List of Press Hotels, Appendix B Accommodation Request Procedures and Appendix C Hotel Information Sheet before starting the online system. Based on your submitted request, we will proceed accommodation allocation.

✧ **Press Accommodation Request Form online:** <https://goo.gl/forms/DxHCRriHVLrck5Z33>

【Attached files】

- 1. Tokyo 2020 Press Accommodation Guide (1 PDF file)**
- 2. Appendix A: Map and List of Press Hotels (3 PDF files)**
 - 2-1 Hotel Map of Tokyo area and Co-Host Cities
 - 2-2 List of Press Hotels in Tokyo area
 - 2-3 List of Media Hotels in Co-Host Cities
- 3. Appendix B: Accommodation Request Procedures (1 PDF file)**
- 4. Appendix C: Hotel Information Sheet (2 PDF files)**
 - 4-1 Hotel Information Sheet (Tokyo area)
 - 4-2 Hotel Information Sheet (Co-Host Cities)

Please feel free to contact us (Accommodation_prs@tokyo2020.jp), should you need additional information or clarification on this matter.

We would like to thank you in advance for your cooperation.

Yours Sincerely,

A rectangular box containing a handwritten signature in black ink. The signature consists of three characters: '佐藤' (Sato) and '学' (Sakae).

Sakae SATO

Senior Director of Accommodation

Accommodation Department